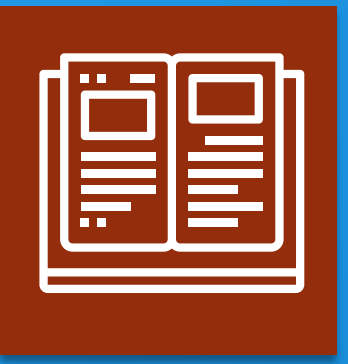
DATA VALIDATION SPREADSHEET BASICS

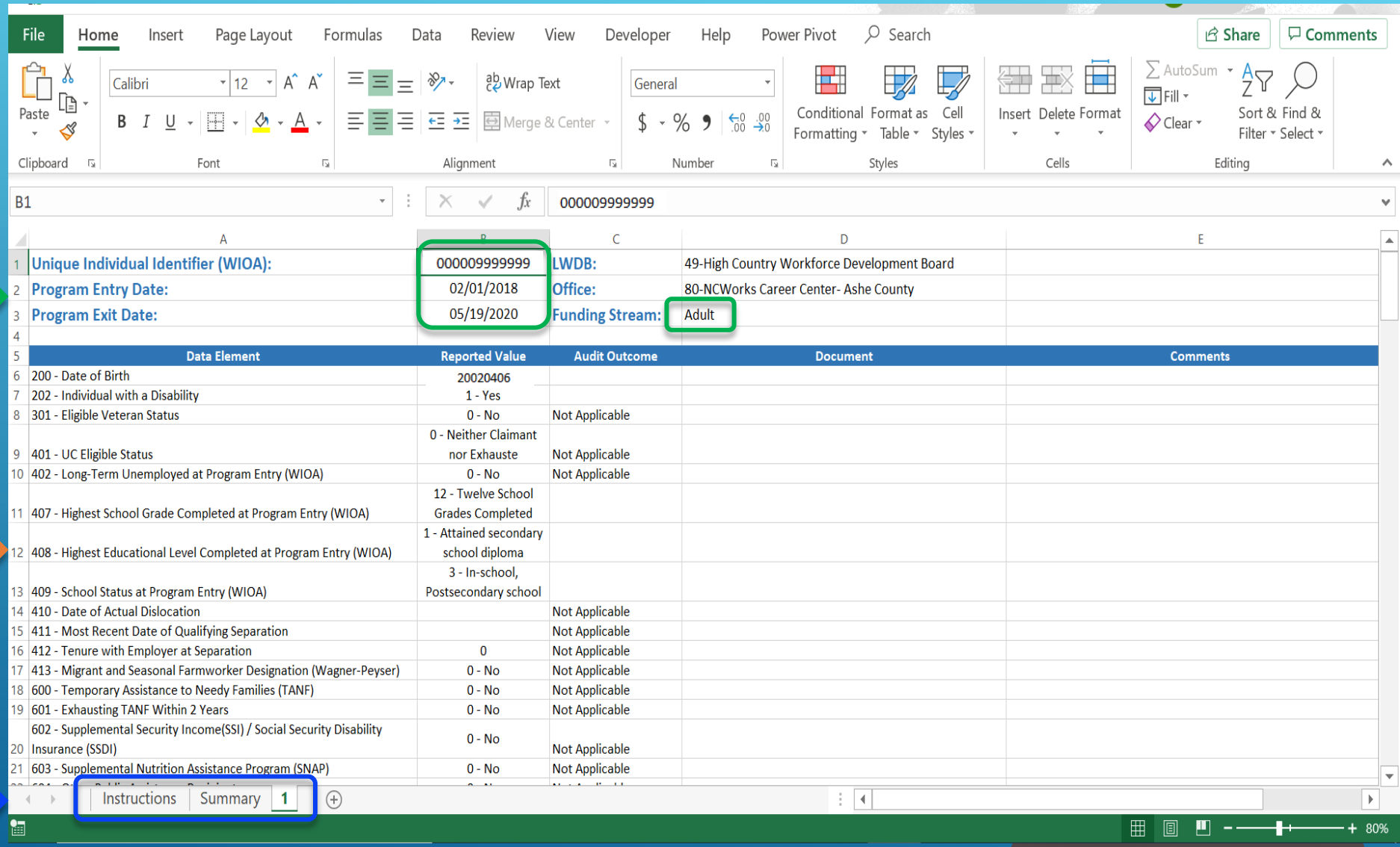


INTRODUCTION TO DV SPREADSHEETS

Top section:
- Participant ID #
- Enrollment Date
- Exit Date (if applicable)
- Program Name

Middle section:
- Participant information that will be validated

Bottom section:
- Summary sheet
- Individual cases



	A	B	C	D	E
1	Unique Individual Identifier (WIOA):	000009999999	LWDB:	49-High Country Workforce Development Board	
2	Program Entry Date:	02/01/2018	Office:	80-NCWorks Career Center- Ashe County	
3	Program Exit Date:	05/19/2020	Funding Stream:	Adult	
4					
5	Data Element	Reported Value	Audit Outcome	Document	Comments
6	200 - Date of Birth	20020406			
7	202 - Individual with a Disability	1 - Yes			
8	301 - Eligible Veteran Status	0 - No	Not Applicable		
9	401 - UC Eligible Status	0 - Neither Claimant nor Exhauste	Not Applicable		
10	402 - Long-Term Unemployed at Program Entry (WIOA)	0 - No	Not Applicable		
11	407 - Highest School Grade Completed at Program Entry (WIOA)	12 - Twelve School Grades Completed			
12	408 - Highest Educational Level Completed at Program Entry (WIOA)	1 - Attained secondary school diploma			
13	409 - School Status at Program Entry (WIOA)	3 - In-school, Postsecondary school			
14	410 - Date of Actual Dislocation		Not Applicable		
15	411 - Most Recent Date of Qualifying Separation		Not Applicable		
16	412 - Tenure with Employer at Separation	0	Not Applicable		
17	413 - Migrant and Seasonal Farmworker Designation (Wagner-Peyser)	0 - No	Not Applicable		
18	600 - Temporary Assistance to Needy Families (TANF)	0 - No	Not Applicable		
19	601 - Exhausting TANF Within 2 Years	0 - No	Not Applicable		
20	602 - Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	0 - No	Not Applicable		
21	603 - Supplemental Nutrition Assistance Program (SNAP)	0 - No	Not Applicable		

INTRODUCTION TO DV SPREADSHEETS

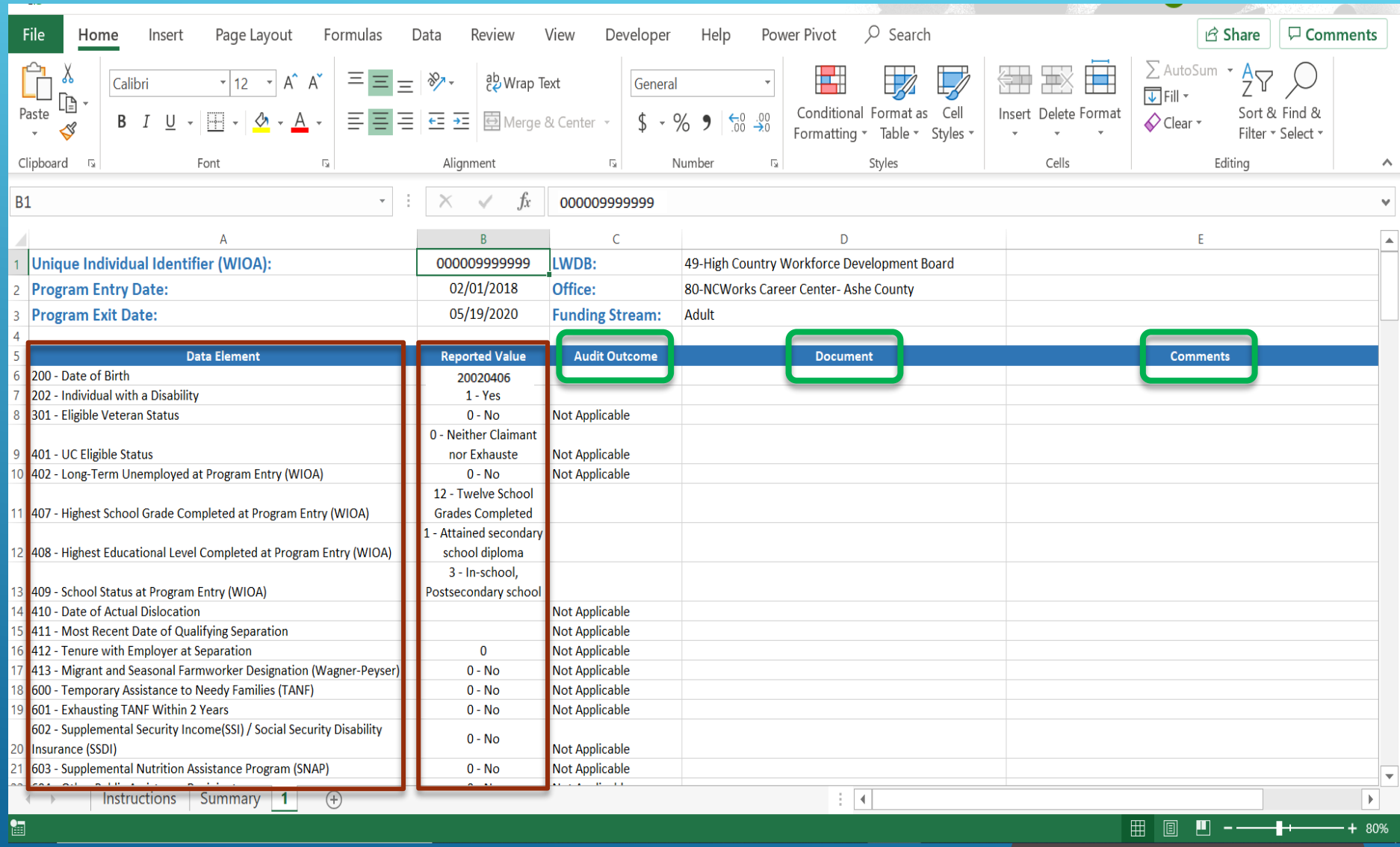
Data Element:
- PIRL codes with description of element

Reported Value:
- Value Reported
  - Dates
  - Description of element
- 0- No Value Reported
- 1- Yes
- Blank

Audit Outcome:
- Pass
- Fail
- Unable to Validate (Not used for PY 2022)
- Not applicable

Documents:
- Dropdown box
- Specific to each element

Comments:
- Text field for feedback



	A	B	C	D	E
1	Unique Individual Identifier (WIOA):	000009999999	LWDB:	49-High Country Workforce Development Board	
2	Program Entry Date:	02/01/2018	Office:	80-NCWorks Career Center- Ashe County	
3	Program Exit Date:	05/19/2020	Funding Stream:	Adult	
4					
5	Data Element	Reported Value	Audit Outcome	Document	Comments
6	200 - Date of Birth	20020406			
7	202 - Individual with a Disability	1 - Yes			
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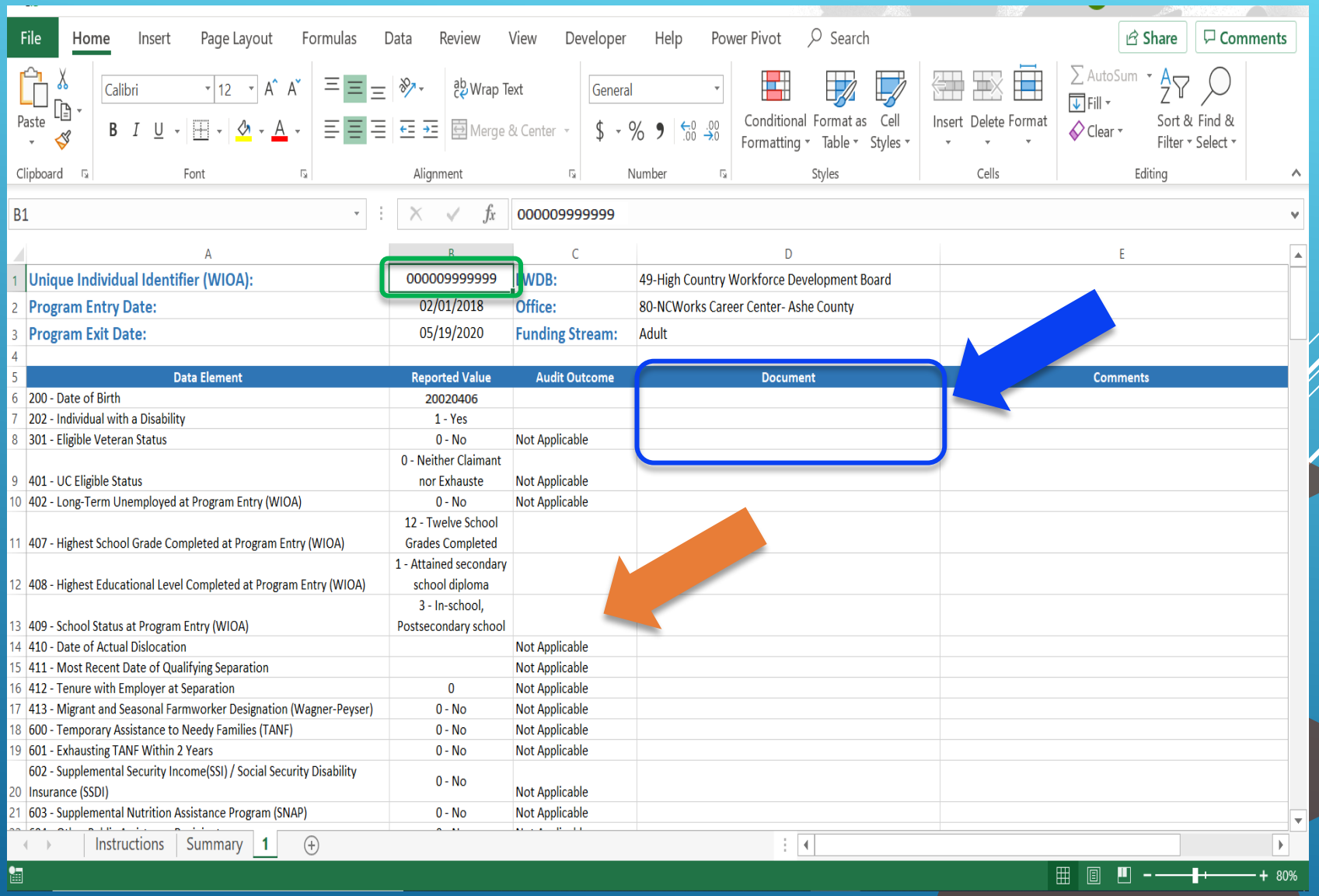
9	401 - UC Eligible Status	0 - Neither Claimant nor Exhauste	Not Applicable		
10	402 - Long-Term Unemployed at Program Entry (WIOA)	0 - No	Not Applicable		
11	407 - Highest School Grade Completed at Program Entry (WIOA)	12 - Twelve School Grades Completed			
12	408 - Highest Educational Level Completed at Program Entry (WIOA)	1 - Attained secondary school diploma			
13	409 - School Status at Program Entry (WIOA)	3 - In-school, Postsecondary school			
14	410 - Date of Actual Dislocation		Not Applicable		
15	411 - Most Recent Date of Qualifying Separation		Not Applicable		
16	412 - Tenure with Employer at Separation	0	Not Applicable		
17	413 - Migrant and Seasonal Farmworker Designation (Wagner-Peyser)	0 - No	Not Applicable		
18	600 - Temporary Assistance to Needy Families (TANF)	0 - No	Not Applicable		
19	601 - Exhausting TANF Within 2 Years	0 - No	Not Applicable		
20	602 - Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	0 - No	Not Applicable		
21	603 - Supplemental Nutrition Assistance Program (SNAP)	0 - No	Not Applicable		

HOW DATA VALIDATION WILL BE CONDUCTED

1. Locate participant in NCWorks **(Unique Individual Identifier (WIOA) = SID in NCWorks)**

2. Validate all blank Audit Outcome elements

3. If the element passed, select which document is used for validation from the Document drop-down list



	A	B	C	D	E
1	Unique Individual Identifier (WIOA):	000009999999	WDB:	49-High Country Workforce Development Board	
2	Program Entry Date:	02/01/2018	Office:	80-NCWorks Career Center- Ashe County	
3	Program Exit Date:	05/19/2020	Funding Stream:	Adult	
4					
5	Data Element	Reported Value	Audit Outcome	Document	Comments
6	200 - Date of Birth	20020406			
7	202 - Individual with a Disability	1 - Yes			
8	301 - Eligible Veteran Status	0 - No	Not Applicable		
9	401 - UC Eligible Status	0 - Neither Claimant nor Exhauste	Not Applicable		
10	402 - Long-Term Unemployed at Program Entry (WIOA)	0 - No	Not Applicable		
11	407 - Highest School Grade Completed at Program Entry (WIOA)	12 - Twelve School Grades Completed			
12	408 - Highest Educational Level Completed at Program Entry (WIOA)	1 - Attained secondary school diploma			
13	409 - School Status at Program Entry (WIOA)	3 - In-school, Postsecondary school			
14	410 - Date of Actual Dislocation		Not Applicable		
15	411 - Most Recent Date of Qualifying Separation		Not Applicable		
16	412 - Tenure with Employer at Separation	0	Not Applicable		
17	413 - Migrant and Seasonal Farmworker Designation (Wagner-Peyser)	0 - No	Not Applicable		
18	600 - Temporary Assistance to Needy Families (TANF)	0 - No	Not Applicable		
19	601 - Exhausting TANF Within 2 Years	0 - No	Not Applicable		
20	602 - Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	0 - No	Not Applicable		
21	603 - Supplemental Nutrition Assistance Program (SNAP)	0 - No	Not Applicable		

OVERVIEW OF CONDUCTING DV IN NCWORKS

4. If the element Failed/Unable to Validate, write a comment of what needs to be corrected

Reminder: WDBs will be attempting to correct these issues, so be detailed and thorough

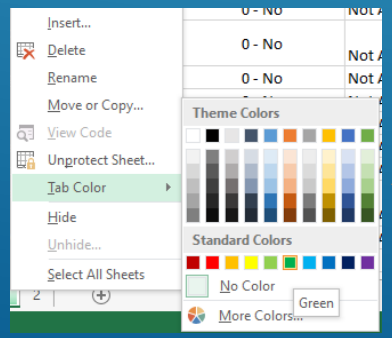
5. After all elements have been reviewed, change the color of the tab at the bottom of the page

(right click on tab → Tab Color)

	A	B	C	D	E
1	**Unique Individual Identifier (WIOA):**	000009999999	**LWDB:**	49-High Country Workforce Development Board	
2	**Program Entry Date:**	02/01/2018	**Office:**	80-NCWorks Career Center- Ashe County	
3	**Program Exit Date:**	05/19/2020	**Funding Stream:**	Adult	
4					
5	**Data Element**	**Reported Value**	**Audit Outcome**	**Document**	**Comments**
6	200 - Date of Birth	20020406			
7	202 - Individual with a Disability	1 - Yes			
8	301 - Eligible Veteran Status	0 - No	Not Applicable		
9	401 - UC Eligible Status	0 - Neither Claimant nor Exhauste	Not Applicable		
10	402 - Long-Term Unemployed at Program Entry (WIOA)	0 - No	Not Applicable		
11	407 - Highest School Grade Completed at Program Entry (WIOA)	12 - Twelve School Grades Completed			
12	408 - Highest Educational Level Completed at Program Entry (WIOA)	1 - Attained secondary school diploma			
13	409 - School Status at Program Entry (WIOA)	3 - In-school, Postsecondary school			
14	410 - Date of Actual Dislocation		Not Applicable		
15	411 - Most Recent Date of Qualifying Separation		Not Applicable		
16	412 - Tenure with Employer at Separation	0	Not Applicable		
17	413 - Migrant and Seasonal Farmworker Designation (Wagner-Peyser)	0 - No	Not Applicable		
18	600 - Temporary Assistance to Needy Families (TANF)	0 - No	Not Applicable		
19	601 - Exhausting TANF Within 2 Years	0 - No	Not Applicable		
20	602 - Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	0 - No	Not Applicable		
21	603 - Supplemental Nutrition Assistance Program (SNAP)	0 - No	Not Applicable		
22	604 - Other Public Assistance Recipient	0 - No	Not Applicable		
23	701 - Pregnant or Parenting Youth	0 - No	Not Applicable		
24	702 - Youth Who Needs Additional Assistance	0 - No	Not Applicable		
25	704 - Foster Care Youth Status at Program Entry (WIOA)	0 - No	Not Applicable		
26	800 - Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	0 - No	Not Applicable		
27	801 - Ex-Offender Status at Program Entry (WIOA)	0 - No	Not Applicable		
28	802 - Low Income Status at Program Entry (WIOA)	1 - Yes			

Instructions | Summary | 1 | 2 | 3

READY

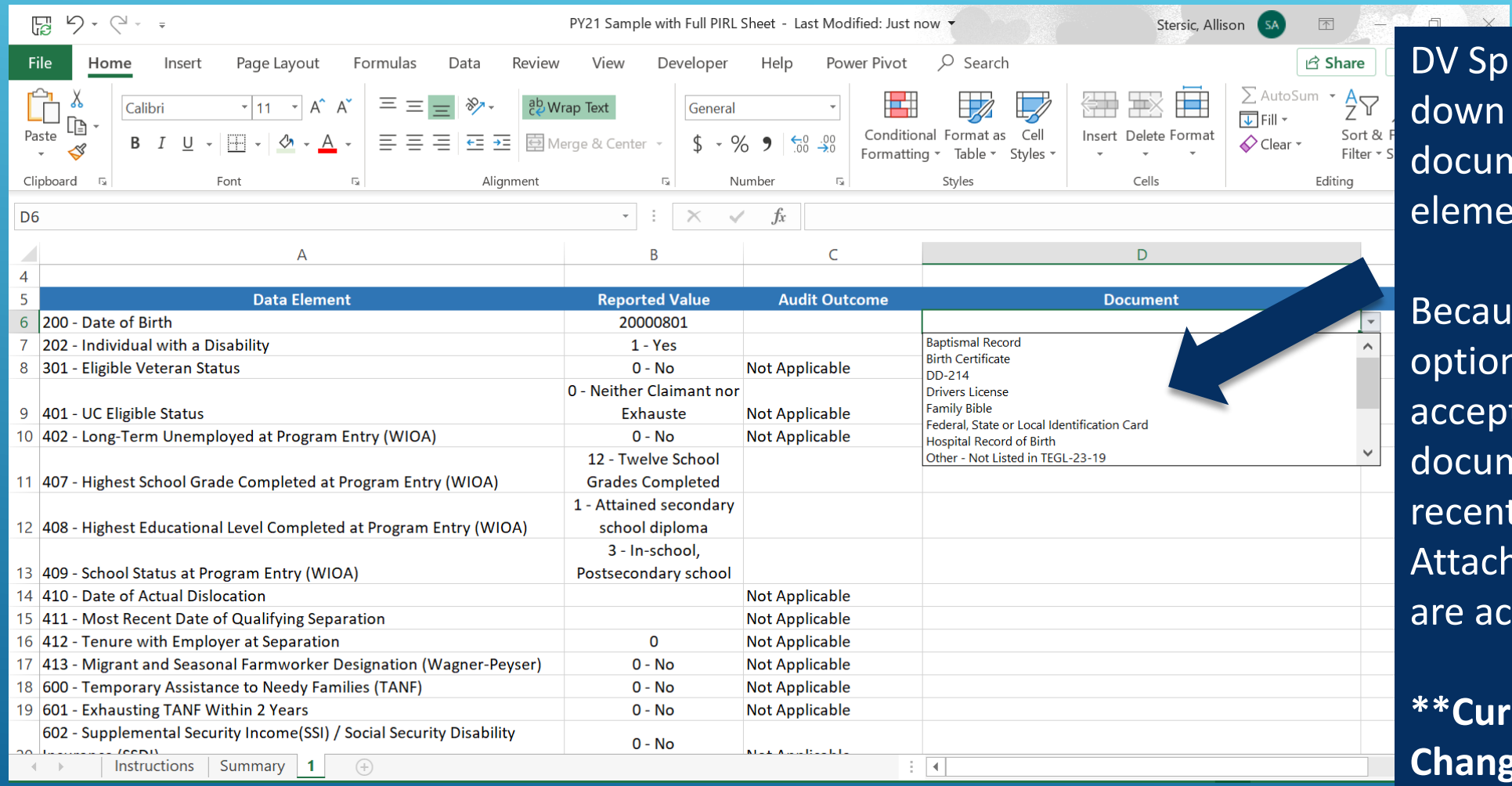


Green = all elements passed

Red = correction required

6. After all case files have been reviewed, verify **Summary** sheet/tab shows **Complete** under Audit Status

ACCEPTABLE DOCUMENTATION



	A	B	C	D
4				
5	**Data Element**	**Reported Value**	**Audit Outcome**	**Document**
6	200 - Date of Birth	20000801		
7	202 - Individual with a Disability	1 - Yes		
8	301 - Eligible Veteran Status	0 - No	Not Applicable	
9	401 - UC Eligible Status	0 - Neither Claimant nor Exhauste	Not Applicable	
10	402 - Long-Term Unemployed at Program Entry (WIOA)	0 - No	Not Applicable	
11	407 - Highest School Grade Completed at Program Entry (WIOA)	12 - Twelve School Grades Completed		
12	408 - Highest Educational Level Completed at Program Entry (WIOA)	1 - Attained secondary school diploma		
13	409 - School Status at Program Entry (WIOA)	3 - In-school, Postsecondary school		
14	410 - Date of Actual Dislocation		Not Applicable	
15	411 - Most Recent Date of Qualifying Separation		Not Applicable	
16	412 - Tenure with Employer at Separation	0	Not Applicable	
17	413 - Migrant and Seasonal Farmworker Designation (Wagner-Peyser)	0 - No	Not Applicable	
18	600 - Temporary Assistance to Needy Families (TANF)	0 - No	Not Applicable	
19	601 - Exhausting TANF Within 2 Years	0 - No	Not Applicable	
	602 - Supplemental Security Income(SSI) / Social Security Disability	0 - No		

DV Spreadsheets include a drop-down list of all TEGL 23-19 documents for each data element.

Because not all document options listed in TEGL 23-19 are accepted in North Carolina, only documents listed in the most recently published version of Attachment 2 from OG 16-2021 are acceptable.

****Currently, OG 16-2021, Change 1 is the most recently published version.****

OPERATIONAL GUIDANCE | ATTACHMENT 2

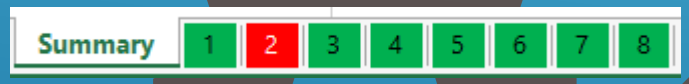
OG 16-2021, CHANGE 1 – DEFINING DATA VALIDATION PROCESS AND PROCEDURES

A	B	C	D	E	F	G	H	I	
DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					W
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/ Accountability (TAA)	200	Date of Birth (WIOA)	**Record** the participant's date of birth.		**R**	**R**	**R**	**R**	One of the following: - Drivers License - Birth Certificate - DD-214 - Report of Transfer or Discharge Paper - Federal, State or Local Identification Card - Passport - Hospital Record of Birth - Public Assistance/Social Service Records - School Records or ID Cards - Work Permit
Performance/ Accountability	202	Individual with a Disability (WIOA)	**Record 1** if the participant indicates that he or she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. **Record 0** if the participant indicates that he or she does not have a disability that meets the definition. **Record 9** if the participant did not self-identify.	**R**	**R**	**R**	**R**		One of the following: - Self-Attestation - School 504 Records Provided by Student - Assessment Test Results
Performance/ Accountability (TAA)	301	Eligible Veteran Status	**Record 1 if the participant is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if the data is not**	**R**	**R**	**R**		**R**	One of the following: - DD-214 - A Letter from the Veterans Administration - Cross-Match with Department of Defense Records - Cross-Match with Veterans Service Database

****Image above shows Attachment 2 from OG 16-2021, Change 1. Be sure to reference the most recently published version of Attachment 2 to ensure agreement with accepted forms of documentation.****

WHAT EACH WDB WILL RECEIVE

- Each WDB will receive Excel spreadsheet files containing their cases that have been assessed for data validation.
- There will be one file per program, so 4 in total:
  - Adult
  - Dislocated Worker
  - Youth
  - Wagner-Peyser
- Each numbered tab of the spreadsheet represents an individual case
- The tabs are color-coded:



  - **Green** indicates the case passed and no action is needed
  - **Red** indicates the case had at least one element that did not pass validation and needs to be addressed.

WHAT EACH WDB WILL RECEIVE

	A	B	C	D	E	F
1	**Unique Individual Identifier (WIOA):**	00000XXXXXXX	**LWDB:**	49-High Country Workforce Development Board		
2	**Program Entry Date:**	2/27/2018	**Office:**	80-NCWorks Career Center- Ashe County		
3	**Program Exit Date:**	05/09/2020	**Funding Stream:**	Adult		
4						
5	**Data Element**	**Reported Value**	**Audit Outcome**	**Document**	**Comments**	**WDB Comments**
6	200 - Date of Birth	20020406	Fail	Birth Certificate	Date not recorded correctly.	
7	202 - Individual with a Disability	1 - Yes	Pass	Assessment Test Results		
8	301 - Eligible Veteran Status	0 - No	Not Applicable			
9	401 - UC Eligible Status	0 - Neither Claimant nor Exhauste	Not Applicable			
10	402 - Long-Term Unemployed at Program Entry (WIOA)	0 - No	Not Applicable			
11	407 - Highest School Grade Completed at Program Entry (WIOA)	12 - Twelve School Grades Completed	Pass	WIOA intake or registration form		
12	408 - Highest Educational Level Completed at Program Entry (WIOA)	1 - Attained secondary school diploma	Pass	WIOA intake or registration form		
13	409 - School Status at Program Entry (WIOA)	3 - In-school, Postsecondary school	Unable to Validate	Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)	No supporting documentation found.	
14	410 - Date of Actual Dislocation		Not Applicable			
15	411 - Most Recent Date of Qualifying Separation		Not Applicable			
16	412 - Tenure with Employer at Separation	0	Not Applicable			
17	413 - Migrant and Seasonal Farmworker Designation (Wagner-Peyser)	0 - No	Not Applicable			
18	600 - Temporary Assistance to Needy Families (TANF)	0 - No	Not Applicable			
19	601 - Exhausting TANF Within 2 Years	0 - No	Not Applicable			
20	602 - Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	0 - No	Not Applicable			
21	603 - Supplemental Nutrition Assistance Program (SNAP)	0 - No	Not Applicable			
22	604 - Other Public Assistance Recipient	0 - No	Not Applicable			
23	701 - Pregnant or Parenting Youth	0 - No	Not Applicable			
24	702 - Youth Who Needs Additional Assistance	0 - No	Not Applicable			
25	704 - Foster Care Youth Status at Program Entry (WIOA)	0 - No	Not Applicable			
26	800 - Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	0 - No	Not Applicable			
27	801 - Ex-Offender Status at Program Entry (WIOA)	0 - No	Not Applicable			

Instructions | Summary | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8

Case Information

WDB Comments

Describe corrective actions taken and any other important information

Individual Cases

AUDIT OUTCOMES

Pass:

The element passed validation. No action needed.

Fail:

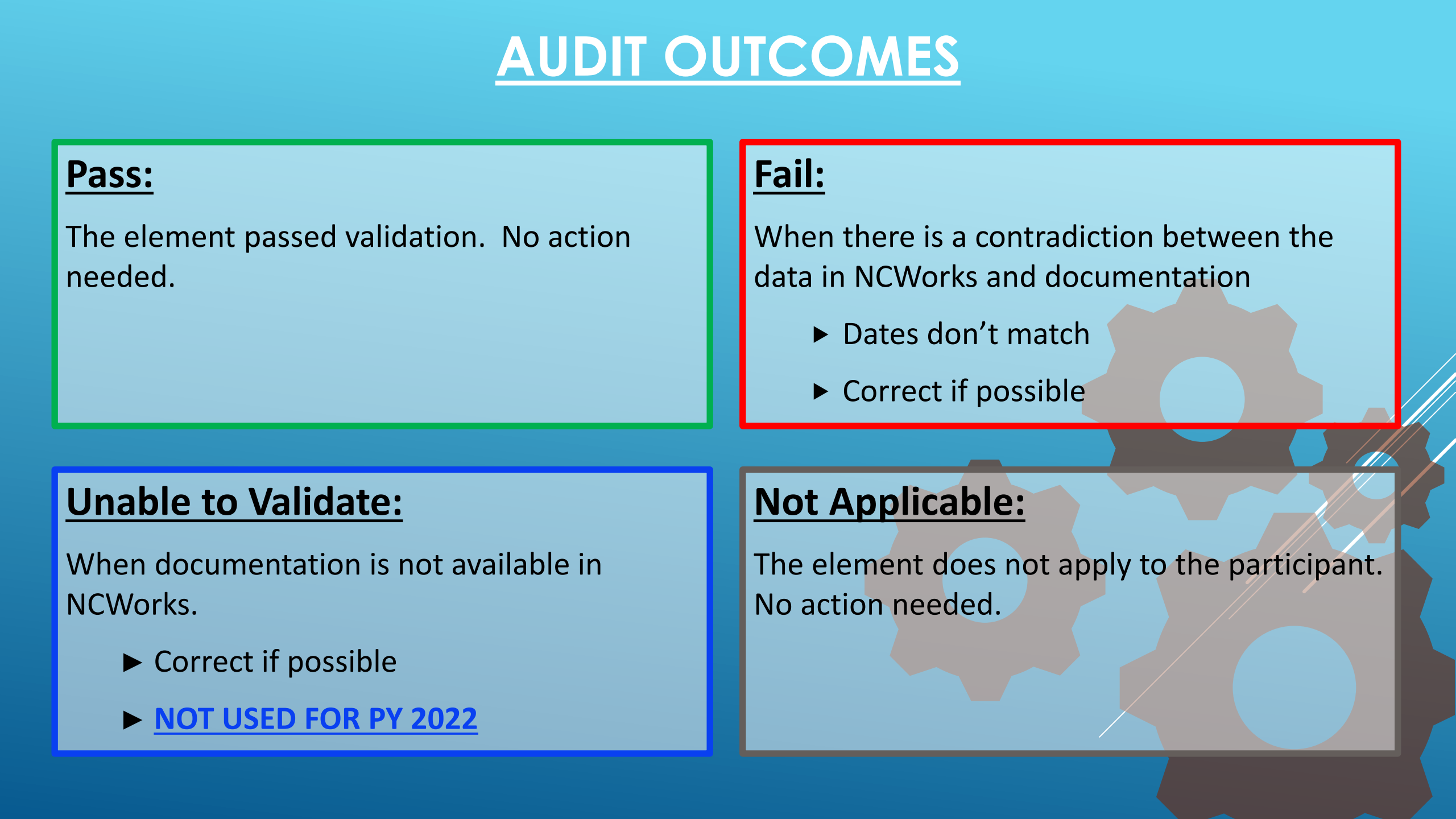
When there is a contradiction between the data in NCWorks and documentation

- Dates don't match
- Correct if possible

Unable to Validate:

When documentation is not available in NCWorks.

- Correct if possible
- **NOT USED FOR PY 2022**

Not Applicable:

The element does not apply to the participant. No action needed.